

## Are You Ready for Your Inspection?

Check the box if completed.	X
Permit card is posted.	
Commissary log is completed and onsite.	
All PHF/TCS foods from day prior have been discarded unless otherwise approved.	
Receipts are onsite (all food is from an approved source).	
Hand wash station is complete, accessible, and functioning.	
Waste water catch bucket (tank) is 15% larger than fresh water container (tank).	
Cold holding equipment is holding less than 41°F.	
Hot holding equipment is provided with a constant heat source greater than 135°F.	
Probe thermometer is available and calibrated.	
Cooking equipment is operational.	
Plumbing is properly constructed and free from leaks.	
Freshwater tank has been properly flushed prior to use.	
All produce has been washed in a commissary or purchased pre-washed.	
Approved flooring, overhead covering, and side walls are in place.	
Location identified for waste water and grease disposal.	
Proper sneeze guards/barriers in place.	
Non-latex gloves are available.	
An employee illness policy is in place.	
All food contact surfaces are clean to sight and touch.	
All food and non-food contact surfaces are in good condition.	
Sanitizer is prepared and in proper concentration. <i>Test Strips available.</i>	
Three compartment sink is set-up and functioning.	
Adequate water, soap, and paper towels are available for the duration of the event.	
Certified food manager and food service worker cards onsite.	

Please note that this is not an all-inclusive list. Each vendor is responsible for following all local, state, and federal regulations.

## About the Special Events Program

The Maricopa County Special Events Program is responsible for the permitting and inspection of food establishments that are operated in conjunction with a qualified *Event*. An *Event* is defined as a public gathering such as a fair, festival, circus, exhibition, carnival, or food/drink tasting. In order to sell or give away any food at an *Event*, the interested party must submit a permit application to the Department.

There are over 700 events each year in Maricopa County with approximately 7 million people in attendance. The Program issues over 4,000 Temporary and Seasonal permits every year. Each Temporary and Seasonal permit is inspected at least once at every event.

The Special Events Program works diligently with vendors and coordinators to ensure that each event is safe and fun for the participants. Please refer to our website for our quarterly newsletter and additional permit resources. If you are interested in more information, have a comment or a concern, we would love to hear from you.



### Maricopa County Special Events Program

1001 North Central Avenue  
Suite 300  
Phoenix, AZ 85004  
[ESD.Maricopa.gov](http://ESD.Maricopa.gov)

Phone: (602) 506-6978  
Fax: (602) 506-6862  
Email: [specialevents@mail.maricopa.gov](mailto:specialevents@mail.maricopa.gov)

## Special Events Program General Information



Environmental Services  
Department  
Maricopa County



## General Information

This brochure contains general information regarding permits and events in Maricopa County. Please refer to our website ([ESD.Maricopa.gov](http://ESD.Maricopa.gov)) for additional information or contact the Special Events Program at 602-506-6978.

### Plan Review Requirements:

Plan submittal is required for the Special Events Food Establishment permit. Before designing your facility/unit and submitting your plan review application, you should read the Maricopa County Health Code. Questions concerning plans and construction requirements can be directed to (602) 506-6978.

### Event Requirements:

In order to sell or give away any food or beverage product at an event, you are required to hold the proper permit. The coordinator must register the event by submitting a coordinator information sheet. Upon registration of the event, a completed application and fee per booth must be submitted (7) seven days prior to the event.

All applications not received at least (7) seven days prior to an event will be charged a late fee. Permits must be obtained prior to the start of an event. Inspectors can not issue permits or collect permit fees onsite. There are no exceptions.

### Coordinator Requirements:

The event coordinator must register the event by submitting a Coordinator Information Sheet.



Applications for temporary and seasonal permits will not be accepted until the coordinator has registered with the Special Events Program.

### Commissary Requirement:

All vendors that are conducting any food storage or food preparation prior to the event must do so at a Food Establishment that holds a current Maricopa County Permit. A commissary log will be required to be maintained onsite at the event.

### Permit Exemptions:

Vendors who are selling less than (10) ten linear feet of commercially packaged, non-potentially hazardous (Time/Temperature Control for Food Safety or TCS) food product are exempt from obtaining a Maricopa County Permit. Vendors who hold a current registration with the State of Arizona for Cottage Food are also exempt, provided they are operating within the Cottage Food regulations.

### Non-Profit:

Vendors who hold a current 501 (c)(3) designation may fill out a fee waiver form and submit it to the Business Office. All fee waivers are approved on a case by case basis as voted by the Board of Health.



### Location and Office Inspection Hours:

Maricopa County Environmental Services Department  
Special Events Program  
1001 N. Central Ave., Suite 300  
Phoenix, AZ 85004

The office is open for business Monday through Friday 8:00 a.m.—5:00 p.m. Please note that Special Events Food Establishment inspections are only conducted by appointment. The office will be closed on County approved holidays.

Office: (602) 506-6978  
Fax: (602) 506-6862  
Complaint Hotline:  
(602) 506-6616



### Suspension of Permit Reasons:

Failure to correct the following violations at the time of inspection may result in the suspension of the permit:

- Sewage backing up at a permitted establishment and/or the inability to retain or properly dispose of sewage relating to Mobile Food Establishments.  
*Note: if sewage is backing up outside an establishment rather than inside, permit suspension is still appropriate.*
- Extended interruption (greater than one hour) of electrical or water service.
- No functional hand washing facilities.
- When a Priority Item cannot be corrected during the inspection of a Temporary Food Establishment or Seasonal Food Establishment.
- Inability to maintain TCS (Time/Temperature Control for Food Safety) or foods at proper temperatures.
- Apparent outset of a food borne outbreak at a food establishment.  
*Note: this requires consultation and approval from the Environmental Related Illness Program.*
- Flood.
- Fire or activation of a fire suppression system.
- Misuse of poisonous or toxic materials in such a manner that results in the direct contamination of food and/or food contact surfaces.  
*Example: The establishment operates a fumigation device to rid themselves of vermin while food and/or food contact surfaces are exposed.*
- Other gross insanitary occurrences, conditions, or other circumstances that may endanger public health.

